

Va. Administrative Dispute Resolution Council

Minutes

October 24, 2003 Meeting

Richmond, Virginia

Present: Sandra D. Bowen, Chairman; Sheryl D. Bailey, Deputy Secretary of Administration; Patricia W. Bauguss; Al Bridger; Raymond E. Davis; Claudia T. Farr; Kathy Fischer; James W. Fisher; John M. Gazzola; Kelley Hellams; Guy W. Horsley, Jr.; Gail Jaspen; Larry Jones; John P. Kirby; Stephen Marzolf; Seward McGhee; Barbara K. Newlin; William E. Price; Paul Prissel; Brenda F. Weiss

Sandra Bowen, Chairman, called the meeting to order at approximately 10:00 a.m. Sheryl Bailey provided an update on the Council's training of coordinators and executive briefings for Cabinet Secretaries and agency heads.

Council members discussed near-term and intermediate goals. It was determined that a finalized agency policy statement template and resource inventory survey would be developed and distributed to all agency coordinators by November 15, 2003, for the agencies' completion and return to the Council by December 15, 2003. The Policy & Implementation Subcommittee will finalize the policy statement template (after receiving any suggestions, comments from Council members by October 31), and the Data Collection & Analysis Subcommittee will finalize the resource inventory survey (to identify existing ADR programs, neutrals, potential pilots, etc.). Paul Prissel of EDR offered to assist with the resource inventory survey.

In addition, by early December, 2003, the Policy & Implementation Subcommittee was asked to submit to Secretary Bowen a recommended plan for the selection of agency pilots and the use of small "coaching teams" to help agencies design ADR pilot projects and/or develop internal policies and procedures.

General Council goals for CY2004 were discussed and include:

- Compiling the completed resource inventories for use in networking and assisting agency ADR efforts (Data Collection & Analysis Subcommittee);
- Identifying and assisting a small number of agencies in launching selected agency pilots (Policy & Implementation Subcommittee, via coaching teams made up of Council members);
- Building the pool of neutrals (Training & Education Subcommittee to structure and develop training for internal, state employee neutrals)(Data Collection & Analysis Subcommittee to work with DGS in exploring ways to identify and contract with qualified external neutrals through an RFP and/or registration through eVA, etc.);
- Working with appropriate state resources such as VITA to develop a VADRA web site and data collection/reporting mechanisms; and

- Identifying other “in-kind” resources that might be available such as “host” agencies/organizations for VADRA-related training sessions.

The next Council meeting will be scheduled for December, 2003, for the purpose of reviewing Policy & Implementation Subcommittee recommendations on the criteria for selecting agency pilots and the establishment of coaching teams. In addition, Council members were asked to solicit ideas on potential pilots from their Cabinet agencies for further discussion by the Council at the December meeting.

The meeting adjourned at 11:00 a.m.